



चतुर्थ श्रेणी कर्मचारी (चपरासी, चौकीदार, फ़र्राश आदि — राजस्थान सरकार)

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श्रीमती संघमित्रा

वरिष्ठ व्याख्याता, डाइट बाड़मेर (सहयोग)
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व्याख्याता (राजनीति विज्ञान) · रा.उ.मा.वि. टापरा

करियर मार्गदर्शन कार्यशाला, डाइट बाड़मेर (14-17 जुलाई 2026) में विकसित व लोकार्पित
Developed & unveiled at the Career Guidance Workshop, DIET Barmer (14-17 July 2026)

यह एक स्वतंत्र परियोजना है, जो सरकार की आधिकारिक करियर-मार्गदर्शन सामग्री पर आधारित है। · An independent project based on the Government's official career-guidance content.

1 About this career

Class IV is the first rung of government service and the lowest-qualification post on this portal — the rules ask only for "Vth passed from a recognised school". It covers Peon, Cycle-Peon, Orderly, Waterman, Chowkidar, Farrash, Laboratory Servant and Sweeper, and all of them are filled 100% by direct recruitment. The work is keeping an office running — carrying files and post, opening and closing the office, cleanliness, water, and helping officers and visitors. One thing sets this post apart from the others here: recruitment is not through a board but directly by the office or department where the vacancy is, and no CET is needed for it.

2 At a glance

Minimum qualification	Vth passed from a recognised school — 8th passed for the post of Laboratory Boy
Recruiting body	The office or department itself (the Appointing Authority is the Head of the Office) — not through a board
Age limit	18 attained and 24 not attained, on the 1 January following the last date for applications — the upper limit is relaxed for reserved categories and for women (detail below)
Starting salary	Pay matrix level not officially confirmed — see the advertisement
Demand	Posts sanctioned in every government office; 100% direct recruitment, advertised department by department

3 What you need

INTERESTS

- An interest in keeping a place running, and in practical work
- A regular, disciplined routine
- Helping people and carrying a responsibility

ABILITIES

- Being trustworthy — the office keys, post and records pass through your hands
- Dealing with visitors with courtesy and patience
- Staying physically active, and punctuality

KEY SKILLS

- Keeping files, post and records in order and delivering them safely
- The routine of opening, closing and securing the office (for a Chowkidar)
- Care and cleaning of laboratory apparatus (for a Laboratory Servant)
- Office routine and working alongside the officers
- Cleanliness, seating arrangements and the water supply of the office
- A working ability to read and write Hindi, and to handle numbers
- Book-binding and record upkeep — useful for promotion to the Daftary post

4 How to get there

- 1 Pass Class 5 from a recognised school — that is the minimum the rules ask. Keep studying though: passing Class 8 also opens the post of Laboratory Boy, and further qualifications count in promotion later.
- 2 Work out the age — 18 attained and 24 not attained, reckoned on the 1 January following the last date for applications. The window is narrow, so start watching for vacancies as soon as you turn 18.
- 3 Notice of a vacancy comes from that department or office, not from a single board. The district collectorate, the tehsil, a school, a hospital, a forest office — wherever the post falls vacant is where the notice goes up and where the application is taken.

- 4 Schedule-II of the rules gives the application form itself — name, father's or husband's name, postal address, category (with the SC/ST/OBC certificate attached), educational qualification, and the post applied for. That form, with a photograph, is what you fill in.
- 5 After selection, complete probation and be confirmed. Five years of service on the post opens promotion to Jamadar and to Daftary / Record Lifter.
- 6 If you live in a scheduled (TSP) area, note this — these 1999 rules do not apply there; those areas have their own Rajasthan Scheduled Areas Subordinate, Ministerial and Class-IV Service Rules, 2014. Read those rules before applying.

MAIN EXAMS

- No CET — the Class IV posts are not in the Schedules to the CET Rules 2022, so the Common Eligibility Test is not required for this post. That makes the road to it considerably shorter.
- A practical test on promotion to Daftary / Record Lifter — the rules say a practical test may be taken for book-binding ability, and that a Record Lifter needs a working knowledge of Hindi and of numbers.
- How selection works — the Appointing Authority is the Head of the Office, and selection follows the procedure in Part IV of the rules through the committee referred to in rule 24. These rules provide for no single state-level written examination; the process is set out in that advertisement.
- A medical certificate of fitness has to be produced before appointment, as laid down in these rules.

- Relaxation in the upper age limit — 5 years for male candidates of the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections; 5 years for women candidates of the General category; and 10 years for women candidates of those same categories. Which means plainly that the bare figure printed against a post understates a reserved-category woman's eligibility by a decade — if you are in that category, work out your eligibility only after adding the relaxation. In Rajasthan, 30% of the posts in direct recruitment are reserved category-wise for women candidates. Widows and divorced women have no upper age limit at all — the rules say it in those words. It is Rule 13(9) of the Rajasthan State and Subordinate Services (Direct Recruitment by Combined Competitive Examination) Rules 1999, it appears again as the same proviso in the Rajasthan Medical & Health Subordinate Service Rules, and RPSC advertisements reproduce it. A widow must furnish a certificate of the death of her husband from the competent authority, and a divorced woman the proof of divorce. The exact terms of relaxation and reservation are given in that recruitment's own advertisement.

5 Where to study

GOVERNMENT INSTITUTES

- Government primary and upper primary schools — Class 5, and Class 8 for Laboratory Boy — Near every village and dhani
- Rajasthan State Open School — for completing Class 5, 8, 10 or 12 later in life; reached through the School Education Department portal — Jaipur and district centres (<https://education.rajasthan.gov.in/>)
- District collectorate, tehsil, school, hospital and forest offices — where the vacancy notices actually go up — In your own district and block

ONLINE

- राजस्थान चतुर्थ श्रेणी सेवा (भर्ती एवं सेवा की अन्य शर्तें) नियम, 1999 — मूल दस्तावेज़ — The qualification, the age and the application form itself are in here — read this before any coaching material (<https://dop.rajasthan.gov.in/writereaddata/modulCategory/202303021241281696619pdf24IVClass.pdf>)
- राजस्थान अनुसूचित क्षेत्र अधीनस्थ, मंत्रालयिक एवं चतुर्थ श्रेणी सेवा नियम, 2014 — These rules, not the 1999 ones, apply to candidates of the scheduled (TSP) areas (https://dop.rajasthan.gov.in/writereaddata/modulCategory/202605130531188433969schedulearea2014_m
- आर.एस.एस.बी. — पिछले प्रश्न-पत्र, उत्तर कुंजी व पाठ्यक्रम (निःशुल्क) — The Staff Selection Board's own site — the most reliable free preparation material there is (https://rsmssb.rajasthan.gov.in/show_archived?menuName=Xj4lCb9vGxpQnfls%2FxlZ2g%3D%3D)
- विभागीय सेवा नियम (कार्मिक विभाग) — पद की योग्यता व आयु मूल दस्तावेज़ में पढ़ें — The Department of Personnel publishes the service rules for every cadre. Read these before any coaching material — qualification, age and the method of recruitment are settled here and nowhere else. (<https://dop.rajasthan.gov.in/>)
- स्वयं (SWAYAM) — भारत सरकार के निःशुल्क ऑनलाइन कोर्स — Free (<https://swayam.gov.in/>)
- राष्ट्रीय डिजिटल पुस्तकालय (NDLI) — Free books and study material (<https://ndli.iitkgp.ac.in/>)
- एन.सी.ई.आर.टी. — निःशुल्क पाठ्यपुस्तकें — The foundation for general knowledge, maths and science (<https://ncert.nic.in/>)

FEES

This is the least expensive government route on this portal. Schooling to Class 5 or 8 at a government school is free, no degree, diploma or certificate is required, there is no CET and there is no coaching. The application form is printed in the rules themselves, and any fee is stated in that advertisement. For a student whose family cannot pay for further study, this is the most direct door there is into permanent government service — and if schooling was interrupted, Class 5, 8, 10 or 12 can be completed later through the Rajasthan State Open School.

SCHOLARSHIPS

- Mukhyamantri Anuprati Coaching Yojana (free coaching, apply via SSO) (<https://sso.rajasthan.gov.in/signin>)
- Rajasthan Social Justice and Empowerment Dept scholarships (<https://sje.rajasthan.gov.in/>)
- National Scholarship Portal (NSP) (<https://scholarships.gov.in/>)
- Buddy4Study scholarship search (<https://www.buddy4study.com>)

6 What the work is like

WHERE YOU WORK

Any office of the state government — the Secretariat, directorates, district collectorates, tehsil and sub-divisional offices, government schools and colleges, hospitals, forest and agriculture offices, panchayat samitis. The posting is usually in your own district, which is a substantial practical advantage of this post.

WORK CULTURE

The work runs on office hours and the routine is regular; a Chowkidar's post can carry a night shift. It is physical work — carrying files and post, cleaning, setting out a meeting, water. The Class IV employee is first into the office and last out of it, and in practice is the person who keeps it running. One thing should be said honestly: this post does not carry the social standing of the senior ones, and sometimes it does not get the treatment either. But it is permanent government service — regular pay, leave, medical cover, retirement benefits, and above all a promotion route written into the rules. In a great many families this has been the first permanent job.

WHO HIRES

- All departments and directorates of the state government
- Government schools, colleges and hostels
- Field offices of the forest, agriculture and animal husbandry departments
- District collectorates, tehsil and sub-divisional offices
- Government hospitals and health centres
- Panchayat samiti and urban local body offices

DEMAND (2026)

Class IV posts are part of the establishment of every government office and the rules fill them 100% by direct recruitment, so the whole cadre is open to candidates from outside. But understand one thing plainly, because it is the real practical difficulty of this post: there is no single state-wide advertisement of thousands of posts here as there is for the big recruitments. Posts fall vacant department by department and office by office, and the notice appears there. Which means that instead of waiting in one place you have to watch the offices in your own district continuously — the collectorate, the tehsil, schools, hospitals, forest and agriculture offices — and read both the local newspaper and the office notice board. On the other side, the competition is not the vast state-level kind, because each advertisement is local. One thing to be clear about — the "demand" described above counts posts, not your chance of getting one. Selection is by open competition and the number of applicants runs to many times the number of posts, so most candidates are not selected in any given recruitment. That is not an argument against this career; it is an argument against making it your only plan. Keep studying or building a skill alongside your preparation, so that the year is not lost whichever way the result goes.

7 Career growth

- 1 Peon / Chowkidar / Farrash / Waterman / Orderly / Sweeper / Laboratory Servant — 100% direct recruitment, Class 5 pass
- 2 Laboratory Boy — 50% by promotion and 50% by direct recruitment, Class 8 pass
- 3 Daftary / Record Lifter — 100% by promotion; book-binding ability and a working knowledge of Hindi and numbers
- 4 Jamadar — 100% by promotion, on 5 years of experience on the Peon or an equivalent post
- 5 And on towards the ministerial grades — posts such as Junior Assistant carry a separate reserved share for Class IV servants, so continuing to study while in service pays directly

EARNINGS

Starting	विज्ञप्ति में घोषित पे मैट्रिक्स स्तर के अनुसार
Mid level	₹22,000 – ₹30,000 (भत्तों सहित, कुछ वर्षों बाद)
Senior level	₹32,000 से अधिक (भत्तों सहित, जमादार एवं दफ्तरी स्तर पर)

This is the lowest pay in the state service, and this page does not hide that. But compare it properly: the same work in the private sector brings no permanence, no leave, no medical cover, no retirement benefit and no rule-bound promotion route up to Jamadar. The rules carry one more thing worth knowing — there is provision for a selection scale, and the minimum educational qualification has a bearing on the conditions attached to it, so continuing to study after joining is tied directly to pay. The starting figure is BASIC PAY, so that it can be compared directly against other careers. Dearness allowance (60% of basic since 1 January 2026) and house rent allowance are added on top of it, so take-home pay is appreciably higher. The mid-level and senior figures are approximate monthly income including allowances, not basic pay. Note — in Rajasthan a direct recruit is a probationer-trainee for the first 2 years and is paid a fixed remuneration, not the pay scale; dearness allowance and house rent allowance are not payable in those two years (Rajasthan Service Rules, rule 7(30A)). The full pay scale applies once probation is completed. The pay matrix level for this post could not be confirmed on this page from an official document — it is not in the service rules and not in the CET Rules 2022 schedule. No level is therefore stated here. The correct figure is printed in the official advertisement for the recruitment; check it there before applying. The figures above rest on the Rajasthan 7th pay matrix, which is what applies as of 17 August 2026. The Terms of Reference of the 8th Central Pay Commission were approved on 28 October 2025 and it must report within 18 months of its constitution. State governments normally adopt a Central Pay Commission with modifications, and later than the Centre does — so Rajasthan pay will be revised too, though by how much and when is not yet settled.

8 The good parts · The challenges

The good parts

- Class 5 is enough — a lower requirement than any other government post on this portal
- No CET, no coaching, no paid course; and the posting is usually in your own district
- Permanent government service, with rule-bound promotion to Jamadar and Daftary

The challenges

- The lowest pay in the state service
- No single big advertisement — posts come department by department, so it takes constant watching
- The age window is only 18 to 24, and the work stays physical

9 If this route does not work out

One exam or one attempt does not close the door. The same subjects also open these routes — entry is usually easier, and you can return to this field later.

- Warder / Jail Prahari (Prisons Department, Rajasthan)

10 Sources & further reading

1. The Rajasthan Class-IV Service (Recruitment and other Service Conditions) Rules, 1999 (Department of Personnel) — <https://dop.rajasthan.gov.in/writereaddata/modulCategory/202303021241281696619pdf24IVClass.pdf>

2. Rajasthan Scheduled Areas Subordinate, Ministerial and Class-IV Service Rules, 2014 — https://dop.rajasthan.gov.in/writereaddata/modulCategory/202605130531188433969schedulearea2014_merged.pdf

3. School Education Department, Rajasthan — the route to the Rajasthan State Open School — <https://education.rajasthan.gov.in/>
4. Rajasthan Staff Selection Board (official) — <https://rssb.rajasthan.gov.in/>
5. Department of Personnel, Rajasthan — service rules — <https://dop.rajasthan.gov.in/>
6. 8th Central Pay Commission — Cabinet approval of the Terms of Reference (PIB, 28 October 2025) — <https://www.pib.gov.in/PressReleasePage.aspx?PRID=2183289>

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